



Moving your office or lab? The following worksheet will help you put together an estimate that will serve as a starting point for your budget. As every relocation is unique, you are encouraged to contact the UCSF Relocation Manager, Tom Hochmuth at 476-6945 or a qualified vendor to get a more accurate estimate.

Please note that with “economies of scale” the cost as a percentage will come down when more people are added.

**Estimate the cost to relocate an office.**

Please select from the following choices:

**1. Are you moving an individual?**

Boxes, computers, phone lines, and minimal furniture.

**Enter number of individuals to be moved.** \_\_\_\_\_

Or

**2. Are you moving an office with furniture?**

Desks, file cabinets, bookcases, chairs, boxes, computers and phone lines.

**Enter number of offices to be moved.** \_\_\_\_\_

Or

**3. Are you moving an office with a workstation?**

(A workstation typically includes 3 work surfaces, 2 overhead bins, 2 pedestals, and 5 panels.)

Workstations, file cabinets, bookcases, chairs, boxes, computers and phone lines.

**Enter number of offices with workstations to be moved.** \_\_\_\_\_

**Total estimated cost for your move.** \_\_\_\_\_

**Estimate the cost to relocate your laboratory.**

Enter the square feet you will be moving. \_\_\_\_\_

How many items will require pre and post service? \_\_\_\_\_

(Examples of equipment that need to be serviced by a vendor or manufacturer before and after a relocation:

Microscopes, Centrifuges, DNA Sequencers, Scintillation Counters, Balance’s, FPLC’s, HTRF’s Vacuum evaporators, Developers, Autoclaves, Biohoods)

Will you have a vendor move your chemicals? \_\_\_\_\_

(Moving chemicals will cost approximate \$800 per 1000 square feet)

How many phone lines will be relocated? \_\_\_\_\_

(Approximately \$150 per phone line)

**Total estimated cost for your Lab moves** \_\_\_\_\_

**Are you thinking of buying new furniture? (Steelcase)**

**Here are some average costs.**

4-drawer lateral file (\$900) \_\_\_\_\_

Criterion task chair (\$325) \_\_\_\_\_

30x60 desk and return (\$650) \_\_\_\_\_

4 shelf bookcase (\$450) \_\_\_\_\_

Details keyboard (\$150) \_\_\_\_\_

1 work station (\$3000) \_\_\_\_\_

(3 work surfaces, 2 overhead bins, 2 pedestals, and 5 panels)

**Total estimated cost for new furniture** \_\_\_\_\_

**Total Relocation Estimate** \_\_\_\_\_